

GENERAL DOCUMENTATION GUIDELINES

The Disability Services Office arranges reasonable and appropriate accommodations and support services for students with disabilities. Along with the completed Request for Accommodations form, the requesting student must submit documentation that addresses disability, functional limitations, and appropriate accommodations. The following list includes general guidelines to assist requesting students and appropriate professionals in gathering information needed for the evaluation of an accommodation request:

1. Documentation must verify the disability and describe how the disability is currently limiting one or more major life activities.
2. Appropriate and qualified licensed professionals must complete all testing and evaluations.
3. Documentation must be on official letterhead. All reports must be signed, dated, and include the medical professional's credentials.
4. All testing and evaluations should be completed within three (3) years of the request for accommodations.
5. Medical documentation must include current evidence to support the requested accommodations and/or academic adjustments.
6. Documentation must clearly substantiate the need for specific accommodation requests.
7. Depending on the specific disability, the Disability Services Office may request additional documentation and other information not specified above. For questions, please contact the Disability Services Office at (951)552-8814.
8. If incomplete or insufficient documentation is submitted, the University may request further documentation, at the expense of the student.
9. IEPs and 504 Plans are generally insufficient documentation but may be included as part of a more comprehensive assessment.
10. Specific recommendations for accommodations and additional observations are helpful in determining appropriate services.
11. Depending on the accommodation request, the University may request further paperwork in making the request decision.
12. All accommodations must abide by the University's guidelines.

Please Note: Final determination of reasonable and appropriate accommodations are made by the University.